



BOXBOROUGH PLANNING BOARD
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James Faulkner, Chairman Eduardo Pontoriero, Clerk Nancy Fillmore John Markiewicz Owen Neville

Meeting Minutes
June 2, 2014
7:30 PM

Members present:

James Faulkner, Chair
Eduardo Pontoriero, Clerk
Nancy Fillmore, Member
John Markiewicz, Member
Owen Neville, Member (arrived at 7:45 PM)
Adam Duchesneau, Town Planner

The Chair called the meeting to order at 7:32 pm in the Morse Room of Town Hall.

Meeting Minutes May 5, 2014

Mr. Pontoriero MADE a MOTION to approve the minutes of May 5, 2014. Mr. Markiewicz SECONDED the MOTION. All members voted in favor. Mr. Neville was absent from the vote.

Election of Officers

Mr. Markiewicz MADE a MOTION to retain the Planning Board Officers who are serving in their current positions (Mr. Faulkner as Chair and Mr. Pontoriero as Clerk). Mr. Pontoriero SECONDED the MOTION. All members voted in favor. Mr. Neville was absent from the vote.

Future Meeting Dates for June to December 2014

The Planning Board members reviewed the proposed meeting dates for the remainder of 2014. The members agreed that a July meeting date of Monday, July 21, 2014 would work better for everyone. Additionally, all the members present felt that December 1st and 15th would be better meeting dates than the proposed dates of December 8th and 22nd. Mr. Duchesneau indicated that he would revise the proposed future meeting date schedule in preparation for the June 16, 2014 Planning Board meeting.

At this time Mr. Neville arrived at the meeting.

Mr. Neville then reviewed the proposed future Planning Board meeting dates and indicated he was comfortable with the suggested dates.

Mr. Markiewicz MADE a MOTION to approve the meeting dates for the remainder of 2014 as amended. Mr. Neville SECONDED the MOTION. All members voted in favor.

Proposed Amendments to the Planning Board's Private Common Driveway Guidelines as a Result of Zoning Bylaw Amendments Approved at the 2014 Annual Town Meeting (Public Hearing)

Mr. Duchesneau explained the proposed changes to the Rules and Regulations for Private Common Driveway Special Permits document. He noted that changes that were made reflected the addition of language that was being removed from the Zoning Bylaw as well as other changes that condensed redundant language in the existing document. Revisions were noted which reflected new language in Sections 2.E, 3.B.7/9/10, 3.G, 4.A and B, 5.A.1 to 14, and 5.B.1 to 13 of the new proposed document.

Mr. Markiewicz asked about Sections 5.A.1 and 5.B.1, which required that all topsoil shall be removed in the creation of the private/common driveways. He asked what would prevent someone from removing this high quality material off-site and selling it. Mr. Duchesneau noted that the Town did have an Earth Removal Bylaw but he could not find the exact wording of it. Mr. Duchesneau indicated he would look into this further and get back to the Planning Board on this item at their next meeting.

Mr. Duchesneau continued on to note changes in Sections 6.B and 9.B of the Private/Common Driveways document. Mr. Faulkner asked if the new language of Section 9.B could be allowed without Town Meeting approval. Mr. Duchesneau stated that he believed it would not require Town Meeting approval but indicated he would look into this item further to confirm. Mr. Duchesneau continued on to note that the Application Form was also updated to include contact information for the Consultant/Engineer involved in a project and questions to confirm whether or not a property is located in the W-District, the Aquifer Protection District, a Flood Plain, or if any waivers were being requested. Mr. Duchesneau also noted that a list of required documents to be submitted was also added to the Application Form. Lastly, Mr. Duchesneau noted that the Application Fee will stay the same at \$100.00, but this required fee amount did need to be added to the Planning Board Fee Schedule.

Mr. Faulkner then MADE a MOTION to continue the Public Hearing to Monday, June 16, 2014 at 7:45 PM. Mr. Markiewicz SECONDED the MOTION. All members voted in favor.

Mr. Faulkner then asked if the Planning Board needed to determine which member would serve on the Community Preservation Act (CPA) Committee now that the CPA had received Town Meeting approval. Mr. Neville noted that the CPA materials still needed to receive approval from the Attorney General's Office and the CPA also needed to be voted on in the fall before it was officially approved. As such, the Planning Board determined that they should hold off on determining which Planning Board member would be part of the CPA Committee.

With no further business, the meeting was adjourned at 8:07 PM on a MOTION by Mr. Markiewicz, SECONDED by Ms. Fillmore, with all members voting in favor.

On Behalf of the Boxborough Planning Board



Eduardo Pontonero, Clerk